

# Audits, Inspections and Reports

## II. REPORTS

### A. General

1. TMA requires contractors to prepare and submit routine workload and management reports. These reports are used to establish a uniform format for recording data on contractor operations and provide historical data for continued evaluation of contractor performance. While the data contained in the reports are essential to TMA for purposes of program management, they are equally essential for a contractor's management of the program.

2. A contractor is accountable for assuring that reports contain accurate and complete data. Each contractor shall prepare written procedures describing the source of information as well as the specific steps followed in the collection and preparation of data for each report. In addition, the contractor is responsible for establishing a quality assurance program to assure a high degree of reporting accuracy. All reports must be supported with sufficient documentation and audit trails by the contractor for TMA on-site and desk audit inspections. An officer of the contractor must sign and date each report submitted to attest to the accuracy and completeness of the report.

### B. Special Reports

If special reports are requested by TMA, the contractor must inform the Contracting Officer of the cost, if any. Upon approval of the cost estimate, the contractor shall complete the special report within the time requested by TMA unless a different delivery date is approved.

